

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 2-2016
(Work First)**

TO: County Directors of Social Services

ATTENTION: Work First Program Administrators, Managers and Supervisors

DATE: March 11, 2016

SUBJECT: Work First Services for Low Income Families and 2016
Federal Poverty Income Guidelines

EFFECTIVE DATE: April 1, 2016

I. GENERAL INFORMATION

The purpose of this letter is to provide the United States Department of Health and Human Services (HHS) Poverty Guidelines for 2016. Each year HHS issues poverty guidelines, which are published in the Federal Register. These guidelines are used to develop the following charts. The charts are used to determine income eligibility for Work First Services for Low Income Families At or Below 200% of Poverty.

200% of Federal Poverty Income Guidelines for 2016 – (Monthly Income Limits)

Family Size	1	2	3	4	5	6	7	8
200%	\$1,980	\$2,670	\$3,360	\$4,050	\$4,740	\$5,430	\$6,122	\$6,815

For each additional family member add \$693.

150% of Federal Poverty Income Guidelines for 2016 – (Monthly Income Limits)

Family Size	1	2	3	4	5	6	7	8
150%	\$1,485	\$2,003	\$2,520	\$3,038	\$3,555	\$4,073	\$4,591	\$5,111

For each additional family member add \$520.

II. IMPLEMENTATION PROCEDURES

Apply this policy to applications taken on or after April 1, 2016. County social services agencies will be notified when the updated DSS-8225/8225sp (Eligibility Worksheet) is available at [NC DHHS Online Publications](#). Effective April 1, 2016 the revised tables will be part of the eligibility determination process for services completed in NC FAST.

The application for Work First Services is the DSS-5027. This form serves as the application, the notice of rights and service authorization. Complete the appropriate sections and provide the

applicant with a copy of the notice. Instructions for completing the DSS-5027 are in the Services Information System (SIS) Manual.

III. EFFECTIVE DATE

This policy is effective April 1, 2016. Please email any questions regarding this policy to DHHS Operational Support Team (OST) at **ost.policy.questions@dhhs.nc.gov**.

Sincerely,

A handwritten signature in cursive script that reads "David Locklear".

David Locklear, Chief
Economic and Family Services